

THE CITY OF LONG BEACH
IS SEEKING AN ASSISTANT CITY MANAGER



An outstanding
opportunity for an
exceptional local
government executive ...



THE COMMUNITY

Majestically located on the Pacific Ocean between Los Angeles and Orange County, the City of Long Beach, California (population 461,000) is frequently described as a series of strong, diverse interwoven smaller communities within a large city. Enjoying an ideal Southern California climate, Long Beach is home to an abundance of cultural and recreational options. The Long Beach Convention Center, Aquarium of the Pacific, Queen Mary, West Coast Hockey League's Ice Dogs, the annual Toyota Grand Prix of Long Beach plus a wide variety of other attractions serve to draw over four million visitors a year. The City is also home to California State University, Long Beach and Long Beach City College.

While it offers all the amenities of a large metropolis, many say Long Beach has the added benefit of having maintained a strong sense of community and cohesiveness despite its growth. As the fifth largest city in California, Long Beach has been referred to as the "most diverse city" in the country by *USA Today*. Priding itself on the depth of its integrated ethnic diversity, the City is home to the largest Cambodian population outside of Cambodia. The majority of residents are widely represented by Hispanic, Caucasian, African American and Asian populations.

The Port of Long Beach is the busiest on the West Coast, handling the greatest amount of cargo tonnage making it the nation's largest container port. In April 2003, Long Beach welcomed the first Carnival Lines cruise ship to its new passenger terminal facility. The City also has its own full-service commercial airport. It is rapidly becoming a favored travel-friendly alternative to other Los Angeles/Orange County airports by offering preferred flight schedules, carriers, and overall accessibility. In addition, Los Angeles' rail transit

system, the Metro Blue Line, has numerous stops within the City and throughout the region.

Covering approximately 50 square miles, Long Beach is supported by a wide mix of industries with education, health and social services, manufacturing, retail trade, and professional services comprising the highest representation. Known for its livable and desirable neighborhoods, the City consists of more than 163,000 households. Thirty-two percent of the population is under the age of 20. The median family income is slightly under \$40,000, however, nearly 25 percent of families earn more than \$75,000 per year.

CITY GOVERNMENT

Long Beach is a full-service Charter City governed by nine City Council members who are elected by district. The Mayor is elected at-large. Elected officials are subject to a two-term limit, which allows them to serve for a maximum of eight years. Mayor Beverly O'Neill is Long Beach's only three-term citywide elected mayor. Last November, she was re-elected to an unprecedented third term as a write-in candidate. The City Attorney, City Auditor, and City Prosecutor are also elected positions. The municipality is supported by a total budget of approximately \$1.8 billion, and a FY03 General Fund budget of \$368 million. More than 5,500 employees work for the City and are represented by nine bargaining units.

In addition to all traditional municipal services, the organization also includes the enterprise operations of the airport and the port, as well as its own Health and Human Services, Water, Gas and Oil Properties Departments. The City Council is assisted by various commissions. Commissioners are



nominated by the Mayor and approved by the City Council. The Civil Service Commission, Board of Water Commissioners, and Board of Harbor Commissioners oversee operations of their respective areas.

Not unlike other municipalities, Long Beach is facing serious fiscal challenges and is forecasting a \$52 million General Fund deficit for FY03-04. Working closely with the City Council and the community, Long Beach has developed and commenced implementation of an aggressive plan directed at eliminating structural deficit over three years.

In May 2003, the City Council unanimously appointed Gerald Miller as City Manager after conducting a nationwide recruitment. Mr. Miller has over 20 years of experience with the City of Long Beach fulfilling numerous management roles since joining the organization. Before the City Council charged him with serving as the Acting City Manager in October 2002, he held the position of Assistant City Manager.

Displaying attributes of a progressive manager, Mr. Miller fosters open communications and a leadership environment that supports innovation and creativity. He possesses an extensive city government background and expertise, particularly in the areas of economic and community development. Mr. Miller is a graduate of California State University, Long Beach and is a long-time resident of the community.

ASSISTANT CITY MANAGER

The Position

In order to allow the City Manager to best serve the City Council, numerous external stakeholders as well as the leadership needs of the organization, the Assistant City Manager is expected to serve in a capacity similar to that of a Chief of Staff. In this role, he/she is responsible for many of the day-to-day operations of the City amidst a broader portfolio of additional responsibilities.

The duties associated with the position include administering city policies and directives, overseeing the creation of the City Council agenda, and related staff reports. Intergovernmental relations, public relations and emergency preparedness will also fall into the Assistant City Manager's purview. Depending on the background and experience of the selected candidate, he/she could have direct line authority over certain departments. He/she will be expected to proactively establish oneself in the community and demonstrate a sincere interest in community events and activities. There is a strong desire for the Assistant City Manager to reside in Long Beach, which would greatly enhance his/her ability to quickly become familiar with the unique richness that the City has to offer. Lastly, the position serves in the capacity of the City Manager in Mr. Miller's absence.

The Assistant City Manager is a member of the City Manager's Executive Management Team. Along with two Deputy City Managers and all department directors, Mr. Miller and his team have strived to create an energetic, results oriented and creative culture where mutual support and close cooperative working relationships are the norm.

Strategic Focus

In accordance with the City Manager's vision, the Assistant City Manager will

invest substantial time and energy in the following strategic areas:

- Creating a safer and cleaner city by supporting comprehensive approaches that address individual neighborhood challenges including community safety, social and quality of life issues.
- Enhancing the fiscal strength of the City by reducing the structural deficit in the general fund, improving efficiency throughout the organization, and growing the revenue base.
- Engendering internal and external trust and confidence in city government during challenging fiscal times.
- Promoting responsible and intelligent development, economic development and redevelopment strategies that are attentive to the needs and desires of specific neighborhoods, as well as the entire city.

Additional information regarding Long Beach city government can be found on the City's extensive website: www.ci.long-beach.ca.us.

THE IDEAL CANDIDATE

Experience and Education

The ideal candidate will have high level local government experience in a complex medium-large organization. He/she will possess an impressive track record as a talented Assistant/Deputy City Manager, department head, or top executive in a smaller community. Significant experience in developing and managing municipal budgets will be an asset in this role. Successful candidates will have a consistent history of success as a leader and manager demonstrating a high level of competency, innovation and capability, coupled with an uncompromising record of integrity.

A bachelor's degree in a relevant field is required. A master's degree in public or business administration is highly desirable. Prior or current California experience will be considered favorably.

Leadership Characteristics & Capabilities

- Displays an evident passion for efficiency, action and good government.
- Exhibits highly developed political sensitivities and can interact effectively with local, state and federal elected/appointed officials.
- Enjoys interacting with stakeholders at the community level and continuously seeks out opportunities to become and remain engaged in addressing community issues.
- Possesses the ability and desire to quickly establish credibility within an organization and community.
- Demonstrates an entrepreneurial spirit that promotes innovation and improvement.
- Conveys effective interpersonal and communication skills, and a good-natured sense of humor.
- Has an interest in developing a strong identification with the community, its citizenry, and its unique characteristics and amenities.



COMPENSATION AND BENEFITS

The salary range for this position is \$150,000 - \$170,000. In addition, the City's generous benefits package includes:

Vacation – Twelve days after one year of service; 15 days after four years six months; 20 days after 19 years 6 months of service.

Sick Leave – One day earned per month; unlimited accumulation; conversion upon retirement to cash credit toward health and/or dental insurance premiums.

Holidays – Nine designated holidays per year, plus four personal holidays to be used at the employee's discretion.

Executive Leave – Five days per year.

Bereavement Leave – Three days for death or critical illness of family member, plus three days of accrued sick leave, if needed.

Health Insurance – Several plans are available: One HMO, two indemnity plan options and a point-of-service (POS) plan. The City pays all or part of the premium for employee and dependents depending on the health/dental plan selected.

Dental Insurance – Two dental plans are available for employees and dependents.

In-Hospital Indemnity – City-paid in-hospital indemnity plan for in-patient hospital stay.

Life Insurance – City-paid term life insurance policy of \$50,000, plus universal life insurance benefit equal to three times annual salary to a maximum of \$270,000.

Disability – City-paid short-term and long-term disability insurance.

Management Physical – Annual City-paid physical examination.

Retirement – 2.7% @ 55 CalPERS retirement formula, coordinated with Social Security.

Deferred Compensation – Available through three plan providers.

Auto Allowance – \$450 per month.

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

The final filing date is **Friday, July 11, 2003**. To be considered for this incomparable opportunity, please submit a cover letter, a resume that reflects size (staff, budget) and scope of current/most recent organization and responsibilities, list of three work-

related references, and current salary information. For additional information regarding this opportunity, contact:

Teri Black-Brann or John Shannon
SHANNON EXECUTIVE SEARCH

241 Lathrop Way
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EXECUTIVE SEARCH

A DIVISION OF

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FOR PUBLIC AGENCIES

Following the filing deadline, candidates with the most relevant qualifications will be granted interviews by the consultants in late July. Those individuals determined to be best suited for the position will be interviewed by the City shortly thereafter with an appointment anticipated in August, upon the completion of reference and background checks.

*The City of Long Beach is an
Affirmative Action/Equal Opportunity
Employer and values diversity at all
levels of the organization.*

